

Program Development Committee

Meeting Minutes of November 5, 2013

Sacramento, California

Members Present

Janelle Lewis (Chair)
Jonathan Clarkson
Rebecca Donabed
Robin Hansen
Molly Kennedy
Austin Taylor

Members Absent

Carmela Garnica
Patty O'Brien

Others Present

Kristie Allensworth, Staff
Robertta Newton, Staff
Mark Polit, Staff
Susan Eastman, Area Board 11 Staff
Yvonne Klutz, Area Board 11
Kyle Minnis, Area Board 11
Michael Bird, Area Board 11
Lisa Stanton, Area Board 11
Buddy Schreiber, Area Board 11

1. Call to Order

Janelle Lewis, Chairperson, called the meeting to order at 1:01pm

2. Quorum

A quorum was established.

3. Welcome and Introductions

Those in attendance introduced themselves.

4. Public Comments

No public comments were presented.

5. Approval of minutes

Molly Kennedy moved and **Jonathan Clarkson** seconded to accept the September 5, 2013 PDC minutes.

MOTION TO ACCEPT: *Molly Kennedy* **SECONDED:** *Jonathan Clarkson* **APPROVE:** 5 **OPPOSE:** 0 **ABSTAIN:** 0

6. Recommendations for Area Board Mini Grants for Cycle 36

Area Boards 3, 11, 12, and 13 submitted recommendations for funding to the PDC. These proposals were distributed with the packet for member review.

Area Board 3

Johnson Media Consulting - Amount requested \$10,000

State Plan Goals - Housing

Project Summary - Extend access of people with disabilities to affordable accessible housing through a web service that will give them more overall choice, control, and flexibility in their housing accommodations. Four forums will be used to survey the needs of the target group and the current state of access to accessible housing. These forums will also serve as a way for us to test our service based upon the needs of the people that we are creating it for. Outcomes include over 2500 hits on our website within the first 6 months and confirmation of at least 300 housing listings that accommodate physical or mental disabilities.

It was discussed that the creation of this website would fill a void. However, the committee was concerned that the proposal was not focused on people with developmental disabilities. It was suggested that Area Board 3 staff work with the grantee to ensure adequate outreach to the developmental disabilities community for the conduct of the forum.

Molly Kennedy moved and **Rebecca Donabed** seconded to recommend to the Council funding of the proposal recommended by Area Boards 3 contingent upon a more detailed plan on how people with developmental disabilities would be included in the forums.

MOTION: <i>Molly Kennedy</i>	SECONDED: <i>Rebecca Donabed</i>	APPROVE: 6	OPPOSE: 0	ABSTAIN: 0
-------------------------------------	---	-------------------	------------------	-------------------

This plan should be provided in time for the Council to review on November 14, 2013.

Area Board 11

NOCCCD School of Continuing Education - Amount requested \$9,970

Goal - Employment

Project Summary - Employ a Job Coach who provides individualized vocational instruction to 16 students who will experience real-life work experience in an inclusive environment. Each student works at a volunteer job two hours per week on the college campuses.

Many members of Area Board 11 spoke in favor of the grant proposal. The Committee sought clarification that these funds would not be used to supplant existing funding for the project. Area Board 11 stated that the funding would be used to expand the program.

Robin Hansen moved and **Jonathan Clarkson** seconded to recommend to the Council funding of the proposal recommended by Area Boards 11 pending written clarification from the applicant that the funds would be spent to expand the program.

MOTION: <i>Robin Hansen</i>	SECONDED: <i>Jonathan Clarkson</i>	APPROVE: 6	OPPOSE: 0	ABSTAIN: 0
------------------------------------	---	-------------------	------------------	-------------------

This written clarification should be provided in time for the Council to review on November 14, 2013.

Area Board 12

Get Safe - Amount requested \$10,000

Goal – Self- Advocacy

Project Summary - This project falls under Area Board 12's focus on creating more sustainable self-advocacy groups in the Inyo, Mono, San Bernardino and Riverside Counties. This training series will give self-advocates the tools needed to create and facilitate self-advocacy groups, as well mentoring skills that will ultimately allow them to live safer, healthier and more fulfilling lives while becoming leaders in their respective communities.

Jonathan Clarkson moved and **Molly Kennedy** seconded to recommend to the Council funding of the proposal recommended by Area Boards 12.

MOTION: <i>Jonathan Clarkson</i>	SECONDED: <i>Molly Kennedy</i>	APPROVE: 6	OPPOSE: 0	ABSTAIN: 0
---	---------------------------------------	-------------------	------------------	-------------------

Area Board 13

Get Safe - Amount requested \$10,000

Goal – First responders learn how to help people with developmental disabilities.

Project Summary – Provide first responders with the tools necessary to identify prevent, and positively respond to the needs of persons with developmental disabilities through education, practical scenario role plays and advocacy. Provide six (6), 90-minute trainings for first responders, including local law enforcement, criminal justice professionals, local district attorney and public defenders, victim's rights advocates, hospital and city officials, parents and care providers, and other emergency response, and public safety agencies, between 01/1/2014 and 9/30/2014. Each training can accommodate up to 200 participants for a total of 1200 people directly served. A "train-the-trainer" model will be utilized under which participants will receive materials and tools that can then be used to train their respective agencies.

Jonathan Clarkson moved and **Robin Hansen** seconded to recommend to the Council funding of the proposal recommended by Area Board 13.

MOTION: <i>Jonathan Clarkson</i>	SECONDED: <i>Robin Hansen</i>	APPROVE: 5	OPPOSE: 0	ABSTAIN: 1 (<i>Molly Kennedy</i>)
---	--------------------------------------	-------------------	------------------	--

The PDC reviewed a communication from Area Board 6 requesting clarification and making recommendations on the process for communicating with an area board when the committee has concerns about a recommended grant and an appeals process. The Committee appreciated the suggestions from Area Board 6 and agreed to modify the review process as follows:

- (1) Invite Area Board executive directors to attend the meeting when the PDC will be reviewing a recommended proposal. In this way the executive director could respond during the meeting to committee concerns and questions.
- (2) Allow for an appeal of a PDC recommendation not to fund. The appeal would take place at the next PDC meeting.

7. Second Year Funding of Jay Nolan Grant

Mark Polit reviewed with the Committee the quarterly progress report for the period ending September 30, 2013. He noted that this reflects 2/3 of the first year grant. The training goals were far exceeded. The goals for number of participants and employment plans were lagging at this point, but the grantees were confident they would be very close to their goals, or meet their goals, by the end of the first year. The grantees were lagging significantly for actual placements (in jobs, internships, post-secondary, own business). He indicated that the grantees expected to achieve in the low to mid 30s of their goal of 43 placements.

Jonathan Clarkson asked for Mark Polit's staff recommendation. **Polit** recommended funding the second year of the grant. He indicated that some outcomes were lagging in part due to some staff turnover and the delay in the Council's awarding the grant, so that the start date was fairly late in the school year, and then summer vacation intervened. He also indicated that the grant was not just to get placements for 43 people; it was to demonstrate state-of-the-art practices in employment exploration and discovery and customized employment. The grantees presented to the Employment First Committee on these best practices. The EFC asked that these best practices be disseminated by the Council in its annual Employment First Report. The major aim of the project is to work with the two major California school districts, the local regional centers and the Department of Rehabilitation to incorporate these practices in their work. He stated that the early efforts of Jay Nolan and Easter Seals positions them well to accomplish those goals, which would largely take place in the second year of the grant.

Molly Kennedy sought clarification if there are adequate funds available for the second year of the grant. **Janelle Lewis** clarified that the Council had already set aside \$360,000 for this purpose, pending the recommendation from the PDC. **Mark Polit** stated that this grant is for Cycle 36, for the current fiscal year, and therefore already budgeted.

Molly Kennedy moved and **Robin Hansen** seconded to recommend to the Council to fund the second year of the Jay Nolan grant which is already budgeted.

MOTION: <i>Molly Kennedy</i>	SECONDED: <i>Robin Hansen</i>	APPROVE: 5	OPPOSE: 0	ABSTAIN: 0
-------------------------------------	--------------------------------------	-------------------	------------------	-------------------

8. Process and Amount of Cycle 37 Area Board Mini Grants.

Robin Hansen moved and **Molly Kennedy** seconded to:

- (1) Recommend to the Administrative Committee that Cycle 37 Area Board mini-grants be funded at the level of \$15,000 to \$20,000 per year, depending on availability of funding.
- (2) Recommend to the Council that Area Boards be authorized to select those State Plan goals that are most relevant for their local areas.

MOTION: <i>Robin Hansen</i>	SECONDED: <i>Molly Kennedy</i>	APPROVE: 5	OPPOSE: 0	ABSTAIN: 0
------------------------------------	---------------------------------------	-------------------	------------------	-------------------

9. Limit on Administrative Overheads.

Robin Hansen moved and **Rebecca Donabed** seconded to recommend that the Council limit indirect costs in program development grants to a maximum of 15% of the grant total, as defined:

Direct costs are those that are specifically spent to carry out the grant, such as compensation of employees for the time devoted and identified specifically to the performance of the grant; cost of materials acquired, consumed, or expended specifically for the purpose of the grant; and travel expenses incurred specifically to carry out the grant award.

Indirect costs are items associated with general infrastructure support, such as general administration, facilities, equipment, operations, office supplies, and maintenance.

MOTION: *Robin Hansen*

SECONDED: *Rebecca Donabed*

APPROVE: 5

OPPOSE: 0

ABSTAIN: 0

10. 2014 Calendar

Meeting times for 2014 were set for January 30, 1-3 PM; April 8, 1-3 PM; and June 17, 1-5 PM.

11. Adjournment

The meeting was adjourned at 2:32 PM by Chairperson Lewis.